Records Assistant

G.A. Position: Records Assistant

Department: Graduate Admissions

Supervisor: Brandi Weber-Mortimer

Job Description:

The graduate assistant in the Office of Graduate Admissions will work under the supervision of the Director of Graduate Admissions. This person will be responsible for assisting the director with a variety of projects and tasks related to the admission and recruitment of graduate students. He/she will also assist prospective students inquiring about graduate school as well as represent the school at various job fairs.

Job Function/Responsibilities:

- Provide assistance for students inquiring about graduate school
- Assist with the computerized tracking of prospective students as well as students who have applied for graduate school
- Research different aspects of graduate school enrollment data and prepare reports
- Represent the university at graduate job fairs
- Send out mass emails/letters to students
- Update recruitment materials within the office and oversee development through printing
- Work with departmental graduate coordinators in recruitment and retention
- Other duties and projects as assigned by the director

Desired Qualifications:

- Ability to work independently and demonstrate initiative
- Experience with personal computers, especially Microsoft Word and Excel
- Organizational skills
- Accuracy and efficiency in processing paperwork and requested projects
- Verbal and written communication skills

Graduate Student Outcomes:

- Opportunities to develop research skills
- Improve computer skills with Microsoft Word, Excel, Access
- Improved professional communication skills
- Develop writing and editing skills
- Develop networking and presentation techniques

Appropriate SRU Graduate Majors:
Education
Student Affairs
Any other major that meets qualification for the position

**Supervisor's Expectations:**

- Graduate Assistant will work 17.5 hours a week and carry at least 9 credits and be admitted unconditionally.
- Graduate Assistant will be responsible and committed to learning the different aspects of the Graduate Admissions Office.
- Graduate Assistant will conduct themselves in a professional manner.
- Graduate Assistant will adhere to all university policies and procedures as outlined in the code of conduct and University catalog.
- Graduate Assistant will be punctual, and reliable in his/her duties, assignments and responsibilities.

**Contact Information:**

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Graduate Admissions  
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